

CHESTERFIELD COUNTY PURCHASING DEPARTMENT  
CHESTERFIELD, VIRGINIA

May 18, 2006

**NOTICE TO BIDDERS**

Sealed Bids on behalf of Chesterfield County, Virginia, will be received in the Purchasing Department, Room 402, 4th Floor, Administration Building, 9901 Lori Road, Chesterfield, Virginia 23832, until, but no later than 2:00 p.m., local time prevailing, June 29, 2006, and then publicly opened and read immediately thereafter for the following:

County Invitation to Bid Number: 06-2296-9320 Elevator  
Modernization

The work involves the architectural, mechanical and electrical renovations required by the modernization of three existing geared passenger elevators (Cars 1, 2, 3) located in the Chesterfield County Administration building at 9901 Lori Road. The contractor will also be assigned the Elevator Subcontract which has been awarded separately by the County.

The architectural, mechanical and electrical changes will take place immediately, while the elevator subcontractor is modernizing the one elevator at a time. Some subcontractors, such as electrical has work that must be completed in phases, coordinated with the elevator subcontractor.

**PRE-BID CONFERENCE:** A pre-bid conference will be held at 11:00 a.m. on June 14<sup>th</sup>, 2006 in Room 402 of the Purchasing Department, 4<sup>th</sup> Floor of the Administration Building located at 9901 Lori Road, Chesterfield, VA 23832. Attendance at the conference is optional.

If you are an individual with a disability and require a reasonable accommodation, please notify: Bob Rivers, Capital Projects Division Manager, at 804-796-7098, three working days prior to need.

The Owner intends to enter into a stipulated sum contract (Standard Form of Agreement Between Owner and Contractor - AIA Document A101). Each bid shall be accompanied by a bid bond with surety satisfactory to the County Attorney or Cash or a Certified Check, made payable to: TREASURER, CHESTERFIELD COUNTY, in an amount equal to five percent of the total bid price.

If a contract is awarded, a combined Performance Bond and Labor and Material Payment Bond (AIA Document A312) for One Hundred Percent (100%) of the contract amount shall be required of the successful contractor.

**No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days, except as provided in Section 2.2-4330(i), *Code of Virginia*, which states the bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure. Any withdrawal request made to the Director of Purchasing must be accompanied by bidder's original work papers, or such request will be rejected. In order for work papers, documents and materials submitted pursuant to this section to be deemed a trade secret or proprietary information pursuant to *Code of Virginia*, subdivision F of § 2.2-4342, a bidder must expressly invoke the aforementioned statute in the notice of withdrawal and specifically state the reasons why protection under 2.2-4342 F is necessary.**

If the bid from the lowest responsible bidder exceeds available funds, the County may negotiate with the low bidder to obtain a contract price within available funds.

In the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the *Code of Virginia*. If no County or Commonwealth choice is available, the tie shall be decided by lot.

The Owner reserves the right to reject any or all bids and to waive informalities in the bidding.

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline indicated. **Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list.**

Bidders on this project will be required to comply with the provisions of the *Code of Virginia*, Section 2.2-4311, in regard to non-discrimination in employment.

Bidders are required under Chapter 11, Title 54.1, *Code of Virginia*, to show evidence of Certificate of Registration before Bid may be considered.

**DRAWINGS AND PROJECT MANUALS:** Drawings and Project Manuals may be obtained by submitting a request and payment of Fifty Dollars (\$50.00) per set by check only, to A & E Supply 1400 N Boulevard Richmond, VA 23230. **Checks must be made payable to Treasurer, Chesterfield County.** Request and payment must be received at least four (4) days prior to receiving bids. Documents will not be distributed until payment is received. Addenda will be mailed or faxed to prospective bidders at respective addresses furnished for such purpose.

Contractors may obtain a limit of 2 sets by non-refundable payment; others may obtain 2 sets by non-refundable payment. All sets must be purchased (no refund).

**PUBLIC INSPECTION OF BID DOCUMENTS:** Bid documents are available at the following locations:

1. McGraw-Hill Construction/DODGE, Vistas I Bldg., 5540 Falmouth Street, Suite 101, Richmond, VA 23230
2. Builders' Exchange Association of Virginia, 3207 Hermitage Road, Richmond, VA 23227
3. The Plan Room, Inc., 308 Turner Road, Suite D, Richmond, VA 23225
4. Valley Construction News, 428 W. Campbell Avenue, S.W., Roanoke, VA 24016
5. Peninsula Builders Exchange, 615 Dresden Drive, Newport News, VA 23601-2711
6. Central Virginia Business and Construction Association, 501 East Franklin Street, Richmond, VA 23219
7. McGraw-Hill Construction/DODGE Plan Room, 2840 Electric Road, Suite 102, Roanoke, VA 24018
8. Greater Virginia Contractor's Association, 2406 Chamberlayne Avenue, Richmond, VA 23222

**NOTICE: The Drawings and Project Manuals are protected by the common copyright laws of the United States of America. No permission to copy or reproduce these documents in any way or any form whatsoever is granted without the express written permission of the Owner/Architect.**

QUALITY EXPECTATION: Chesterfield County, through its “Total Quality Improvement” initiative, is a recognized leader in providing quality products and services at the most effective cost possible. Therefore, the County fully expects, requires, and shall hold all Contractors, and all agents, staff, representatives, and subcontractors of the Contractor, responsible for, and accountable to, the highest quality standards of professional workmanship, products and services. In the spirit of the County’s total quality improvement initiative, the Contractor shall be expected to become a member of the team and perform or provide all work, services and products with a target of “zero defects - zero rework”.

AWARD PHILOSOPHY: Chesterfield County will make award to the lowest responsible and responsive bidder. The lowest responsive bidder(s) may be required to furnish a written statement of their qualifications, to include references, prior to any such award. The County may contact all references furnished by bidders. The right is further reserved by the County to contact references other than, and/or in addition to, those furnished by the bidder. If, in the sole opinion of the County, a bidder is determined to be non-responsible as a result of any investigation conducted by or for the County, award will not be made to that bidder.

ENVIRONMENTAL MANAGEMENT: Contractor shall be responsible for complying with all applicable federal, state, and local environmental regulations, if any. Additionally, the Contractor must meet all Chesterfield County Environmental Management System (EMS) requirements. For questions or additional information, contact the Office of Environmental Management at (804)717-6531.

FAITH-BASED ORGANIZATIONS: In compliance with SECTION 2.2-4343.1 *CODE OF VIRGINIA*, Chesterfield County does not discriminate against faith-based organizations.

DRUG FREE WORKPLACE: During the performance of this contract, the contractor agrees to:

- a. Provide a drug-free workplace for the contractor’s employees
- b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition
- c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace

- d. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### COMMITMENT TO DIVERSITY AND CHESTERFIELD BUSINESSES:

Chesterfield County is a rapidly growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status.

The county is committed to increasing the opportunities for participation of minority business enterprises, woman-owned businesses and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all Invitations for Bids and Requests for Proposals. In addition, the county strongly encourages each contractor and/or supplier with which the county contracts to actively solicit minority business enterprises, woman-owned businesses and businesses located in the county as subcontractors/suppliers for their projects.

Upon award/renewal of the contract, the successful bidder/offeree shall furnish data requested on the Certification of Subcontractor/Supplier Activity form included in this IFB/RFP document. This information will enable the county to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.

DEFINITIONS: For purposes of Chesterfield County's classification and reporting program, in cooperation with the Virginia Department of Minority Business Enterprise, the following definitions apply:

Woman-Owned Business (WOB) - a business concern that is majority owned by a woman who also controls and operates the business. In this context, “control” means exercising the power to make policy decisions, and “operate” means being actively involved in the day-to-day management.

Minority Business Enterprise (MBE) - a business enterprise that is owned and controlled by one or more socially and economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic

circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanic Americans, Asian Americans, American Indians, Eskimos and Aleuts. (Reference: 2.2-1401 of the *Code of Virginia*)

Chesterfield Business (CB) - any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.

PUBLIC NOTIFICATION OF AWARD: For information pertaining to the bid tabulation and award on this procurement transaction, bidders may access public notification electronically at:

**[www.chesterfield.gov/ManagementServices/Purchasing/purchase.asp](http://www.chesterfield.gov/ManagementServices/Purchasing/purchase.asp)**

END OF NOTICE TO BIDDERS

Jo Carol Mayton, Principal Contract Officer